



POSITION DESCRIPTION

JOB TITLE: Recruitment Coordinator Job Class: 1452			
DATE	Office of Human Capital Talent Management		
Pay Range:	<table border="1"> <tr> <td>FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt</td> </tr> <tr> <td>Management Approval:</td> </tr> </table>	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	Management Approval:
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<p>POSITION SUMMARY and PURPOSE: Develops and implements an aggressive recruitment plan that will provide MPS with a diverse applicant pool. Creates strategies to attract applicants for critical shortage areas through identification and utilization of many sources. Establishes linkages with external organizations that may be recruitment sources. Conducts outreach activities. Collects and analyzes recruitment data and creates monthly and annual recruitment data reports for the Office of Human Capital.</p>			

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Works with Talent Management staff to implement an aggressive strategic recruitment plan for the district.
2. Creates strategies and directs recruitment initiatives that will provide Milwaukee Public Schools (MPS) with a diverse applicant pool that includes applicants for critical shortage areas. Organizes and coordinates local recruitment initiatives.
3. Identifies and utilizes effective web based recruitment sites and maintains MPS web pages for recruitment.
4. Establishes linkages with local and regional organizations that may be recruitment sources for MPS.
5. Represents MPS at career fairs, community events and create an integrated approach between the district and other recruitment sources.
6. Works ~~closely with talent management~~ to ensure identified candidates successfully enter into the application process. Participates in the initial screening and/or interviews.
7. ~~Assists with~~ Conducts administrative recruitments as necessary.
8. Serves as a consultant to departments to develop specialized recruitment strategies for difficult to staff positions.

9. Counsels and communicates with applicants regarding the recruitment and testing procedures.
10. Uses job analysis to develop or modify specifications to ~~assist with~~ development appropriate exams.
11. Administers testing for classified positions, and maintains eligible list for hiring.
- ~~12. Assists with recruitment for administrative positions. Repeat of 7.~~
13. Collects and analyzes recruitment data to determine the most viable recruitment resources for MPS. Provides department with monthly and annual recruitment data reports.
14. Recruits and hires a qualified and diversified staff. Collaborates with other Human Resources personnel to develop and implement a recruitment plan for Milwaukee Public Schools (MPS). Attends local recruitment events to meet specific staffing needs of MPS.
15. Ensures that all new hire paperwork is submitted timely and in order. Tracks applicant and employee status on a database and generates reports as requested.
16. Coordinates medical examinations as required for new hires. Works with Manager to extend probationary periods for classified employees if necessary.
17. Collaborates with other HR staff to plan, implement and evaluate employee orientation and induction programs.
18. Administers and coordinates employee assignments and reassignments in accordance with the various contractual provisions. Hires appropriate staff for summer school programs.
19. Maintains relationships with central service departments regarding staffing and other personnel issues. Responds to concerns of principals and other staff related to staffing issues. Assists and coordinates in the creation of various professional development programs for MPS employees. Trains employees on HR initiatives as necessary.
20. Advises employees who are under consideration for transfers, promotions, leaves, retirements and layoffs. Counsels employees dealing with difficult circumstances and recommends courses of action.
21. Participates in inter- and intra-departmental staff meetings and conferences on matters relating to the division's area of responsibility. Serves on committees and attends meetings to gather and/or provide information relative to staffing.
22. Performs other duties as assigned.
23. Actively supports the MPS Strategic Plan.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision provided by the Manager, Talent Management.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree in Business, Human Resources or a related field.

Experience Requirements

Two years professional level work experience in recruitment, marketing, public relations or related area. The ability to travel both within the city and throughout the state. Previous job analyses skills for public sector employment is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Incumbent must demonstrate experience recruiting for a broad range of positions. Demonstrated ability to build partnerships with community organizations is necessary. Knowledge and understanding of current recruitment issues and future trends. Ability to develop and implement innovative recruitment concepts to the district. Demonstrated experience in utilizing a variety of sourcing techniques for recruiting. Must be willing to interact with the greater Milwaukee community to identify potential local applicants and retain hired personnel. Ability to manage multiple priorities in a fast paced environment. Demonstrated ability to apply computer technology in the performance of duties. Must be able to work successfully with a diverse population.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment, occasional travel required.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.